

~~FOR OFFICIAL USE ONLY~~

11 July 1958

MEMORANDUM FOR: 25X1 [redacted]

SUBJECT : Staff Study on Elimination of Duplication of Indexing Finished Intelligence.

1. As you know, finished intelligence is presently coded into the Intellofax System and also indexed into the Intelligence Publication Index (IPI).

2. We believe that by establishing a card file in the Reference Branch of the Library of IPI entries and elimination of coding of the documents involved that research and retrieval requirements could be satisfied. In addition, the personnel now coding finished intelligence could be used to relieve the pressure building up in the other sections.

3. Please conduct the necessary investigation and prepare a staff study on this subject for submission to the AD/CR via this office by 15 August 1958.

4. I have attached for your information copies of two memoranda written by [redacted] which deal with the matter.

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[redacted]  
Chief, Document Division

Attachments:  
As stated above.

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[redacted] :lmc

cc: Chief, Analysis Branch

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